

## OPERATIONAL GUIDELINES FOR TRANSPORTATION UNDER THE DENTON PROGRAM

### **STEP I - PREPARATIONS PRIOR TO SUBMITTING AN APPLICATION**

1. **BEFORE** gathering supplies for transport under the Denton Program, a prospective donor must contact USAID/Washington to determine whether the program may be undertaken in the destination country.
2. The donor must identify an in-country consignee and/or local contact who will: (a) secure country government written approval for the shipment by making arrangements with host country custom officials to obtain either duty-free entry or provide tariffs and fees for entry; (b) ensure compliance with any and all additional legal requirements in the country of destination; (c) receive and take possession of cargo on arrival; and (d) distribute the cargo to the beneficiaries.

Donors are advised that in many countries consignees must be recognized and approved by the host country government to be eligible to receive the donated cargo, particularly when duty-free entry is arranged. For duty-free entry into Honduras, Haiti, El Salvador, and the Philippines, government approval of the consignee is mandatory at the time of application. Where applicable, the U.S. Agency for International Development (USAID) requires that the consignee be eligible to serve in the role detailed above.

### **STEP II - CARGO PREPARATION**

1. The donor must ensure that the cargo is placed in strong, durable, **UNSEALED** boxes or crates unless size or shape prohibit such packaging. Since cargo waiting for transportation is normally placed outside, containers should be prepared to prevent mildew, water damage, and insect infestation. Boxes will be inspected later by an authorized representative, and will be labeled with inspection stickers. Cargo not boxed or crated must be palletized for handling by forklift. **THE CARGO PREFERABLY SHOULD BE INSPECTED AND PREPARED FOR SHIPMENT PRIOR TO ARRIVAL AT THE DESIGNATED MILITARY BASE.**
2. The donor must provide a detailed, complete inventory of the cargo to be shipped, including: a list of each item, size (in cubic feet) and weight of each item (in pounds), as well as the attached, signed Certificate of Compliance and Release from Liability form.

The donor may **NOT** add new items to the inventory or increase the weight of the cargo to be shipped once the application has been submitted. Both U.S. Government and country approval for these shipments are based on the information in the application. Shipping unapproved items or even additional quantities of approved items has caused embarrassment in the past and puts the entire program in jeopardy.

USAID, DoD, or their representatives reserve the right to remove items from the cargo or

remove the application from consideration under the Denton Program.

The donor may not submit another application for shipment to the same country until all of the cargo from the first application has been delivered to the destination country.

The donor may not apply for the transport of passengers or livestock of any sort. Hazardous cargo, such as explosives, fuels, or other highly flammable materials may not be shipped.

3. Because **THIS IS A SPACE-AVAILABLE ONLY PROGRAM**, DoD cannot schedule transportation for Denton Program cargo or give assurances that a particular date for shipment will be met. For this reason, time-sensitive cargo, such as medical supplies with an expiration date within 9 months will not be shipped, and perishable food commodities cannot be accepted. Organizations that must have their cargo arrive by a certain date should consider another method of shipment. Donors must also be able to store or pay for commercial storage until transportation becomes available.

4. Applications must be for transport of cargo weighing no less than 2,000 pounds and no more than 100,000 pounds (shipments weighing more than 100,000 pounds require a waiver). Where transport is requested for any type of vehicle, detailed measurements must be included in the application. Total weight (pounds) and volume (cubic feet) of the cargo must be included in the inventory list for DoD to determine transportation requirements. A *Rolling Stock Data* form is included in the application for the purpose of providing a detailed description of the vehicle to be transported.

Normally, very large shipments must be separated into several smaller shipments that can be handled more easily at both origin and destination. Very large shipments take significantly longer to move and the shipper must be ready to determine which items go first if a partial shipment must be made.

5. The donor must ship to and collect at one location (warehouse or other storage site) all cargo listed in the inventory. Boxes or individual items must be stenciled or marked in indelible ink with the following information:

DENTON PROGRAM SHIPMENT TO: (City and Country)  
FROM: (Donor Name {and organization, if applicable})  
DONOR TELEPHONE #: \_\_\_\_\_  
TO: (Consignee Name {and organization, if applicable})  
RECIPIENT TELEPHONE #: \_\_\_\_\_  
TRANSPORTATION CONTROL NUMBER: (See Step V.2.)

Whenever possible, donors should mark boxes sequentially by number, as follows: Box 1 of 20, Box 2 of 20, etc. This must be done for each shipment.

### STEP III - SUBMISSION OF APPLICATION

**THE DONOR SHOULD SUBMIT AN APPLICATION ONLY AFTER STEPS I AND II HAVE BEEN COMPLETED, THE APPLICATION SHOULD BE ADDRESSED TO:**

U.S. Agency for International Development  
BHR/PVC/IPS Attn: Denton Program Officer  
Ronald Reagan Building  
1300 Pennsylvania Ave., N.W., 7<sup>th</sup> floor  
Washington, D.C. 20523-7600

A standard application is attached for your use. **THIS FORM MUST BE FILLED OUT COMPLETELY, LEAVING NO UNANSWERED QUESTIONS.**

#### **STEP IV - CERTIFICATION AND APPROVAL OF APPLICATION**

1. Once an application is received, USAID and the Department of State will determine whether the application is consistent with U.S. foreign policy objectives. If this and the other requirements of the Denton Program are met, DoD will also review the application to determine feasibility for transport. USAID will communicate with the destination country to ensure the cargo will be acceptable. Once these steps have been taken, the application will then be formally approved or disapproved and the donor will be notified. Depending upon workload and the responsiveness of the destination country, this process can take from several weeks to several months.

Application approval only indicates that the cargo described in the application is acceptable to the United States Government and to the government of the destination country. It is not a promise or a guarantee that transportation will be provided.

2. The cargo will be inspected at the warehousing site by representatives of the U.S. Government. The inspection team reserves the right to remove items from the inventory which for reasons of safety or legality may not be shipped under the Denton Program. Thereafter, the boxes or containers will be sealed and prepared for future transport. Following inspection, it is recommended that the donor place the cargo on standard warehouse pallets that measure 4'x4'. Ideally, the pallets should be stacked to a height of 4' and secured with bands or shrink-wrap. This will greatly aid in the shipment of the cargo and offer additional protection during handling.

3. The donor must ensure that donated goods such as motors, engines, generators, vehicles (including automobiles, ambulances, buses, firetrucks, etc.), are clean and in good operable condition before they are presented for shipment. Dirty, inoperable, or leaking equipment, and vehicles that require a special driver cannot be shipped.

#### **STEP V - TRANSPORTATION**

1. USAID will request space available transportation from DoD when the inspection is complete.

2. DoD will contact the donor if and when space for transportation of approved cargo has been identified. At that time, the donor will be told when and where to deliver the cargo. The donor will be given a Transportation Control Number (TCN) specific to that one shipment by DoD. This number should be stenciled or marked clearly on each box or item of the cargo in indelible ink.

The donor must be aware that application approval does not obligate the U.S. Government to provide transportation for approved cargo. Even after delivery to a United States Military base as directed, there can be **NO GUARANTEES** that the shipment will be transported, since DoD cannot plan or create space availability. Although such instances are rare, it may be necessary for the donor to reclaim the shipment if the planned transportation does not occur and there is no transportation in the foreseeable future.

The donor should always keep in mind that the Denton Program offers free transportation on a space available basis. It cannot be undertaken at any cost to the U.S. Government other than the cost of transportation itself. Applications in which the donor seeks financing for any cost other than air transport such as storage and/or local transportation cost will not be approved.

3. The donor must provide or pay all costs of storage and local shipping. Cargo must arrive at the departure location within the time-frame dictated by DoD. Early or late arrival or other non-compliance with these guidelines will result in the return of the cargo to the donor, at the donor's cost.

4. The donor must communicate with the consignee in the destination country to ensure that the consignee is aware of the estimated date and time of arrival so that the consignee will attend to the cargo without delay after it has arrived.

5. The consignee must take possession of the cargo and ensure that the cargo clears customs and other legal requirements of the destination country after the cargo's arrival.

6. The consignee will then remove the cargo from the point of entry and distribute the items to the targeted beneficiaries. The consignee and the donor must be aware that the program has no funding for warehousing at the destination. Expeditious removal of the cargo from the destinations point of entry is required. Failure to claim cargo promptly prevents other shipments from entering and can lead to confiscation by local officials or destruction.

## **STEP VI - DISTRIBUTION**

Once the consignee takes possession of the cargo, the consignee is responsible for timely distribution of the cargo to the targeted beneficiaries designated in the application in accordance with the distribution plan. Supplies must be distributed on a non-commercial basis, free of cost to the person or persons receiving the goods.

## **STEP VII - REPORTING**

The donor will submit a report to USAID/Washington within 30 days after the supplies are distributed **DESCRIBING IN DETAIL** how they were in fact distributed, to whom and how the supplies were used. This report will be compared with the distribution plan provided as part of the application for transport assistance. Failure to submit the report in a timely manner will result in the donor's future disqualification from participation in the Denton Program.